

City and County of San Francisco
Request for Proposals (RFP) #85
LGBTQI+ and Various Communities Grants

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| Issued by: | San Francisco Human Rights Commission |
| Date issued: | Wednesday, May 31, 2023 |
| E-Question Period: | Thursday, June 8, 2023 |
| Answers Available Online | Monday, June 12, 2023 |
| Proposals due: | Wednesday, June 21, 2023, by 5:00 P.M. PDT Please email proposals to hrc.grants@sfgov.org |
| Grantee Selection and Award Notification | Friday, June 30, 2023, via email and online at 5:00 P.M. PDT |
| | |
| Questions about this RFP? | Submit questions via email: hrc.grants@sfgov.org |
| Need application materials in an alternative format? | Submit accessibility requests via email: hrc.grants@sfgov.org |
| <p>Intent of this Request for Proposal</p> <p>The intent of this proposal is to provide funding for projects and programs that target underserved or vulnerable communities in San Francisco. These include, but are not limited to, Violence Prevention and Intervention Services for Survivors of Violence, including LGBTQI Survivors of Violence Service Area (1); Safety and Wellness Services for Vulnerable Communities, including Transgender Communities Service Area (2); Leadership Development and Legal/Support Services for Incarcerated and Formerly Incarcerated Persons, including Transgender Persons Service Area (3); Marginalized Communities Initiatives, including Black Transgender Communities Service Area (4); and Capacity Building Service Area (5). The total funding anticipated for initial grant awards is \$5,000,000 and awards may be for up to \$750,000. The HRC anticipates awarding between 1-15 awards. The HRC will award grants until funding is exhausted.</p> | |
| <p>Anticipated Grant Term</p> <p>The anticipated term for grants resulting from this RFP may last up to one (1) year. Actual grant terms may vary, depending upon service and project needs at the City’s sole and absolute discretion. Applicants selected for resulting grants(s) must be available to commence work in July 2023. Thus, the anticipated grant term for this RFP is July 1, 2023, to June 30, 2024.</p> | |

No Subcontracting Requirement

The Local Business Enterprise (“LBE”) sub-consulting goal for this RFP and resulting contract(s) does not apply. However, the City strongly encourages responses from qualified LBEs.

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I. Introduction, Overview and Schedule

A. Background of the City and County of San Francisco

San Francisco is the fourth largest city in California and serves as a center for business, commerce, and culture for the West Coast. The City and County of San Francisco, known as “the City,” was established by Charter in 1850. It is a legal subdivision of the State of California with the governmental powers of both a city and a county under California law. The City’s powers are exercised through a Board of Supervisors serving as the legislative authority, and a Mayor and other independent elected officials serving as the executive authority. The services provided by the City include public protection, public transportation, construction and maintenance of all public facilities, water, parks, public health systems, social services, planning, tax collection, and many others.

The San Francisco Human Rights Commission (“Department” or “HRC”) provides leadership and advocacy in securing, protecting, and promoting human rights for all people. For nearly 50 years, HRC has grown in response to San Francisco’s mandate to address the causes of and problems resulting from prejudice, intolerance, bigotry, and discrimination. HRC has the good faith and commitment of San Francisco’s leaders to be an independent voice of human rights protection for all people and, again and again, leads the way on groundbreaking initiatives in the realm of human and civil rights. HRC performs its Charter mandated obligations and duties pursuant to the following City ordinances and laws:

- **San Francisco Charter**

Article IV, Section 4.107: HRC as a Charter agency

- **San Francisco Administrative Code**

Chapter 12A: Powers and Duties of HRC

Chapter 12B: Non-discrimination in CCSF Contracts

Chapter 12C: Non-discrimination in CCSF Property Contracts Chapter 12H: Sanctuary City Ordinance

Chapter 12N: LGBT Youth Sensitivity Training

- **San Francisco Police Code**

Article 33: Non-discrimination in Housing, Employment and Public Accommodations

Article 38: Non Discrimination based on HIV Status

Article 1.2: Non Discrimination in Housing against Families with Minor Children

- **Commission Bylaws**

B. Statement of Need and Intent

Nonprofits have been taking care of San Francisco for generations. They have experienced the problems resulting from institutional and structural inequality firsthand and know what they need to best address the many issues facing San Francisco. Often, a small funding gap is all that separates these community innovators from moving forward. Specific issue areas in San Francisco are especially ripe for innovation and will see greater community benefit from HRC's financial and logistical support.

This Request for Proposals (RFP) in the amount of \$5,000,000 is focused on providing funding for projects and programs that target underserved or vulnerable communities in San Francisco. These may include, but are not limited to, Violence Prevention and Intervention Services with a particular focus on LGBTQI Survivors of Violence (Service Area 1), Transgender Safety and Wellness Services (Service Area 2), Leadership Development and Legal/Support Services for Incarcerated and Formerly Incarcerated Persons, including Transgender Persons (Service Area 3), Initiative for Marginalized People, including Black Transgender People (Service Area 4) and Capacity Building (Service Area 5).

In responding to this RFP, we ask applicants to submit proposals that appropriately adapt their services and activities to advance the goals of this grant. We encourage applicants to step beyond the repackaging of familiar ideas and propose strategic and intentional community led initiatives. We look forward to receiving your proposals, as our partnership with you and your organizations will strengthen our collective efforts in realizing an equitable recovery.

Implementation of the grants and programs within this RFP will be overseen by HRC. HRC is committed to advancing racial and economic justice by instituting programs and services that make San Francisco a better place to live, work, and do business. The funding in this RFP touches on critical aspects of San Francisco's diverse economy, focusing on advancing equity and shared prosperity for all. More information about HRC can be found at: <https://sf.gov/sfhrc>.

C. Eligible Applicants

An applicant is eligible if the following applies:

- Are (or have a fiscal sponsor that is) a nonprofit, public benefit corporation that is tax exempt under Internal Revenue Code 501(c)(3) as a public charity;
 - Certain exceptions may be made for 501(c)(4) and 501(c)(6) nonprofit organizations, as well as churches and religious organizations whose programming aligns with the charitable purposes designated for 501(c)(3) status
- Are not debarred or suspended from participation in local, State or Federal programs;
- Meet all minimum qualifications;
- Can comply with all local, state or federal laws and regulations if funded; please see Appendix A and Appendix B for more information about general terms and conditions of City funding opportunities;
- Are not a City agency or department; no City agencies or departments may apply for funding under this RFP.

D. Available Funding

The HRC may award funding for community-led initiatives in the following Program Areas: LGBTQI Survivors of Violence; Safety and Wellness Services for Vulnerable Communities,

including Transgender Communities; Leadership Development and Legal/Support Services for Incarcerated and Formerly Incarcerated Persons, including Transgender Persons; Marginalized Communities Initiatives, including Black Transgender Communities; and Capacity Building.

The funding amounts listed in this RFP are anticipated initial funding awards, based on current budget availability. Actual awards will be determined by the number of responsive proposals that meet the HRC's strategies and objectives, and funding may be less or more. The total funding anticipated for initial grant awards is \$5,000,000 and awards may be for up to \$750,000. **The HRC anticipates awarding between 1-15 awards.** The HRC will award grants until funding is exhausted.

Please submit budget requests according to the limits in this RFP; however, the HRC may negotiate different funding allocations and project goals before finalizing funding awards, should funding conditions change.

The HRC may pursue additional resources to support the essential programs solicited through This RFP and, if additional funding is secured, the HRC may elect to negotiate larger funding awards beyond the originally anticipated amounts listed in this RFP. In this case, funds may be allocated to enhance any of the programs described in this RFP, at an amount proportional to the anticipated funding ranges noted in this RFP. Similarly, should funding no longer be available, the HRC may elect to not fund proposals at this time. Proposals are kept on file and the HRC may use them as a basis for future funding awards.

This RFP, and the proposals received as a result of it, may be used to justify funding decisions for other similar services and/or other funding that becomes available through the HRC or any other City department. The HRC, or other City agencies, will disclose any additional regulations or requirements during the negotiation process for grants that are awarded through this RFP and funded by other local, state, federal or non-city sources.

E. Service Period

Unless otherwise noted in the program descriptions, successful proposals will be funded for a term of one (1) year. Projects may begin as soon as July 2023. In some cases, the City may renew

or extend programming through June 30, 2025 (fiscal year 2024-2025). All decisions regarding the size, length, and scope of future funding awards are subject to the HRC’s approval and budget availability. Future funding is not guaranteed, and funding amounts and terms will depend upon the performance of the grantee during the initial award period, as well as other policy considerations as determined by the HRC. Grantees will be asked at a minimum to submit a final report of their activities and, if the HRC elects to renew the award, a revised scope of work and budget for the renewal period(s) for HRC’s review. The HRC reserves the right, in its sole discretion, to not renew funding awards.

F. Schedule

The anticipated schedule for awarding initial funding is as follows:

| Proposal Phase | Date |
|--|--|
| RFP Issued by the City | Wednesday, May 31, 2023 |
| Deadline for Questions | Thursday, June 8, 2023 |
| Answers Available Online | Monday, June 12, 2023 |
| Proposals Due | Wednesday, June 21, 2023, by 5:00 p.m. |
| Grantee Selection and Award Notification | Friday, June 30, 2023 |
| Protest Period Ends | 5 business days after award notification |
| Projects Begin | Projects anticipated to start July 2023 or later |

Each date is subject to change. For the latest schedule, check <https://sf-hrc.org/grant-opportunities>.

Note: All questions about the RFP should be sent by email to hrc.grants@sfgov.org. This includes general administrative questions, program area questions, and technical questions about how to find or navigate the RFP application.

II. Program Areas and Scope of Work

A. Service Areas

This RFP includes five (5) distinct Service Areas in which the HRC is seeking to provide grant funding. Indicate in your application which Program Area(s) your organization is seeking to provide. If your proposed project addresses multiple Program Areas, please list all that apply.

Violence Prevention & Intervention Services for LGBTQI Survivors of Violence (Service Area 1)

- The HRC is seeking to support organizations to provide critical support services to survivors of violence, with a particular focus on LGBTQI survivors of violence through 1) developing or further strengthening new and innovative services, based on local and national best practices, to support survivors of violence, including LGBTQI; 2) developing or further strengthening new partnerships with local organizations to increase culturally competent and accessible service sites for LGBTQI survivors of violence; and 3) providing services to survivors of violence in the areas of trauma counseling, support groups, and/or leadership development, with a focus on LGBTQI survivors of violence.

Transgender Safety and Wellness Services (Service Area 2)

- The HRC is seeking to support organizations that will deliver actionable projects that are advancing safety and wellness of marginalized communities, including but not limited to transgender and gender nonconforming communities. Examples of projects include public awareness campaigns, issue-based advocacy, Know Your Rights trainings, employment workshops, fair housing testing, legal clinics, health/wellness counseling, cultural competency trainings, etc. The scope of work is deliberately open-ended, aimed at optimally harnessing the creativity, expertise, and resources of trans-serving organizations.

Leadership Development and Legal/Support Services for Incarcerated and Formerly Incarcerated Transgender Persons (Service Area 3)

- The HRC is seeking to support organizations that will deliver in-custody and reentry leadership development and legal or support services, including life-affirming skills development, violence prevention and reduction strategies, and mentorship, for incarcerated and formerly incarcerated transgender persons.

Initiative for Marginalized People, including Black Transgender People (Service Area 4)

The HRC is seeking to support organizations that will develop and implement innovative, actionable projects providing economic security/empowerment,

stabilization, and arts and cultural enrichment programmatic services to economically marginalized people, including but not limited to Black transgender and gender nonconforming communities, with an emphasis on supporting Black transgender women. Organization's services should be racially equitable, diverse and inclusive. Special consideration will be given to organizations with experience working with sex workers, formerly incarcerated people, marginally housed people, and survivors of violence.

Capacity Building (Service Area 5)

- The HRC is seeking to support organizations improved and build further capacity, technical assistance, and/or organization/program support needs that are essential to the advancement of effective programming and services for San Francisco's diverse communities, including the LGBTQI and transgender communities, in addition to supporting an organization's further development of its community operational, general, structural, and internal infrastructure.

B. Scope of Work

The HRC is seeking proposals from community organizations to deliver *innovative and culturally responsive* projects and programs that include Violence Prevention and Intervention Services for LGBTQI Survivors of Violence (Service Area 1), Transgender Safety and Wellness Services (Service Area 2), Leadership Development and Legal or Support Services for Incarcerated and Formerly Incarcerated Transgender Persons (Service Area 3), Initiative for Marginalized People, including Black Transgender People (Service Area 4) and Capacity Building (Service Area 5).

An applicant's scope of work should include the following sections:

1. Community Needs and Outcomes

Explain the goals and objectives of the proposed work and how it aligns with the goals and objectives of the RFP. Describe the target population(s) you will serve through this program, your experience serving them, and key needs you hope to address with this funding. Highlight the economic, social, financial, institutional or other issues that require a solution. Include target neighborhoods and where the location of services will occur. List target age group(s) and language group(s) where applicable.

2. Proposed Approach and Activities

a. Describe Proposed Activities or Initiatives

For each Program Area the applicant is requesting grant funding for, describe in detail the proposed activities or initiatives. Include the types of activities; the length or duration of each activity; the frequency of proposed activities to be provided (how often you plan to host activities); provide a location(s) of proposed activities and methods that will be used to deliver services. If proposing with multiple program partners, be clear on who will lead each element of your service plan.

b. Applicant's Approach to Developing, Executing or Implementing Proposed Activities or Initiatives

Provide a detailed explanation of how the applicant will approach the development, execution, or implementation of the applicant's proposal as well as describe any evidence-based practices that will inform the progression of the program or project.

c. Applicant's Proposed Work Timeline

Please provide a timeline outlining the proposed work's start date, deliverable dates, milestones, and completion dates in chronological order. Include any factors that might speed or hinder the implementation of the proposed program and explain how you will manage unanticipated proposed program hurdles, should they arise.

3. Applicant Qualifications and Staff Assignments

Provide a description of the applicant's relevant qualifications along with detailing the experience of proposed partners, subcontractors, and staff in relation to how these qualifications will serve the applicant in developing and executing the proposed work.

4. Performance Measurement and Reporting

Describe how the applicant will measure the performance of the proposed work as it relates to the purposes of this grant. Types of performance metrics are not limited but may include surveys, interviews, focus groups, attendance data or sheets, photo

journals. Include frequency of performance reporting (monthly basis preferred). Performance measurement and reporting activities should provide information that is factually based and measures the progress and effectiveness of a process as well as whether outcomes are being achieved.

5. Financial Management and Budget

Please provide a detailed budget of all projected costs related to the proposal. Also provide a narrative description of each line item, including justification of these expenditures.

6. Supplementary Attachments

As part of your proposal, please include the following additional documents:

- Provide at least 1 and up to 3 letters of support from past clients, partner organizations, community leaders or other stakeholders that speak to your organization's ability to implement the activities proposed in the Application and demonstrate community support for the proposal.

III. Application Process

Complete Proposal Package(s) shall include **all** of the items listed in the Proposal Package Checklist, below. Instructions and tips on completing all Proposal Package documents are included following the Checklist and all templates noted can be downloaded from <https://sf-hrc.org/grant-opportunities>.

Templates provided as Appendices to RFP 85:

A. Proposal Package Checklist

The following items must be completed and included in the application package:

Application. Please provide written responses to all questions under the Program Areas and Scope of Work sections. *(Optional template provided).*

Proposed Budget Please provide a breakdown of your proposed project budget. *(Optional template provided).*

Supplementary Attachments. Please attach these letters of support to your submission.

- Provide **at least 1 and up to 3 letters of support** from past clients, partner organizations, community leaders or other stakeholders that speak to your organizations ability to implement the activities proposed in the Application and demonstrate community support for the proposal.

Additional Required Attachments:

Organizational Budget (no template) – Overall organizational budget for the Primary Applicant, if applicable. Please provide a copy of your organizational budget(s).

Organizational Chart (no template) – Organizational chart for the Primary Applicant, if applicable. Please provide a copy of your organizational chart.

Appendix A (template provided) - Applicant Requirements and Guidelines.

Appendix B, City Grant Terms (Form G-100), contains the standard terms of grant agreements with the City

Please complete the proposal and verify that you meet all requirements. Only Proposal Packages submitted with all required attachments (Letter(s) of Support (Supplementary Attachments); Appendix A) will be considered for funding. Alternative formats of templates may also be provided to individuals with disabilities by contacting Athena Edwards or Terry Jones at hrc.grants@sfgov.org before the submission deadline.

B. Submission Deadline and Confirmation of Submission

- When all items are complete, submit the entire Proposal Package by 5:00 p.m. PDT on Wednesday, June 21, 2023, by email to hrc.grants@sfgov.org.
- Upon successful submission, you will receive an automated response to confirm your submission was received by the deadline. Save this information for future reference.

- If you discover an error in your submission and need to submit a revised proposal, compile all items on the Proposal Package Checklist, follow the same steps as outlined above, and ensure that the revised submission is submitted by the deadline.
- Again, all submissions, including supplementary materials, must be received by 5:00 p.m. PDT on Wednesday, June 21, 2023, to be considered as part of the Proposal Review Process. **Early submission is highly encouraged.**

C. Best Practice Tips

- Use the Proposal Package Checklist to ensure your proposal is complete.
- Write as clearly and succinctly as possible and respond directly to the questions as asked. Do not submit extra materials not requested.
- If you are submitting multiple proposals, please do not cross-reference content between proposals. For example, do not respond to questions with statements such as “Please see this answer in my proposal to the other Program Area.”

IV. Proposal Review Process

First, the HRC will review all proposals to determine if they are complete and eligible. Incomplete, late or otherwise ineligible proposals will not be considered, and applicants will be notified if their proposals have been disqualified.

Next, a Review Committee will read and score all complete and eligible proposals. The Review Committee may consist of City and non-City staff and other individuals who have experience in the Program Areas in this RFP. If applicants are current HRC grantees or contractors, HRC may consider prior performance in our review.

Selection Criteria

Applications will be reviewed and evaluated using the criteria described in this section. Point values indicate the relative importance placed on each section and points will be awarded based on the extent to which the application addresses the criteria listed. Applicants should prepare their proposals with these criteria in mind.

Depending on the number and quality of proposals, applicants may be invited to be interviewed by the review committee to make a final selection. Each application will be considered individually and the organization's overall capacity in relation to the number of projects proposed will also be considered when projects and proposals are recommended for funding.

Community Needs and Outcomes (30 Points)

- The application demonstrates deep knowledge of the needs of the neighborhood(s) and/or City, including:
 - Identification of the economic, social, financial, institutional or other issues that require a solution.
 - Understanding of community stakeholders and community organizations, and possible considerations for project implementation.
- The application presents a clear description of the proposed project and:
 - How it will contribute to achieving the goals and objectives stated in the RFP.
 - How the project is innovative and creative in implementing a solution to meet needs of the neighborhood(s).
- The application presents evidence of community support for the project.

Approach and Activities (20 points)

- The application presents a plan of action that includes:
 - Details on the specific scope of services the applicant proposes and how the proposed work will be accomplished.
 - A reasonable timeline for implementing the proposed project including major

milestones and target dates. It addresses factors that might speed or hinder implementation and explains how these factors would be managed.

- The application describes how the design of the project incorporates effective practices supported by applicants' experience and/or research and literature.
- The application demonstrates the organization's capacity to carry out the proposed project by connecting current or previous experience with the proposed programming.

Applicant Qualifications and Staff Assignments (20 points)

- The application demonstrates the relevant professional qualifications and experience of applicant and any proposed partners, subcontractors, and staff, including their previous roles in implementing similar projects or activities.
- The application presents staffing assignments that are feasible and sustainable, taking into consideration skills, availability, and workload.

Performance Measurement and Reporting (15 Points)

- The application provides an appropriate and feasible plan describing how:
 - Data on project activities, outputs and outcomes will be collected and reported.
 - Applicant has or will develop the capacity to collect and manage data
 - Data will be used to determine whether the needs identified are being met and whether project results are being achieved.

Financial Management and Budget (15 Points)

- Application includes a detailed budget narrative presenting reasonable costs that relate to activities proposed.
- The proposed budget and applicant's overall budget is of a size to reasonably expect successful delivery of the program.
- Applicant maintains fiscal control and would ensure the prudent use, proper and timely

disbursement and accurate accounting of funds awarded under this RFP.

Following the Review Committee process, proposals with the highest scores will be considered for grant awards. Applicants will be notified of final award decisions. Applicants who do not receive an award may appeal the decision. Applicants who receive a grant will be contacted to begin the grant negotiation process.

V. Protest Process

A. Protest of Non-Responsiveness Determination

If your proposal is deemed non-responsive, you will receive notice from the City explaining the reason for removing it from consideration. Within five calendar days of the City's issuance of a notice of non-responsiveness, any respondent that has submitted a proposal and believes that the City has incorrectly determined that its proposal is non-responsive may submit a written notice of protest. The protest must be received by the City on or before the fifth business day following the City's issuance of the notice of non-responsiveness.

The notice of protest must include a written statement specifying in detail each and every one of the grounds asserted for the protest. The protest must be signed by an individual authorized to represent the applicant, and must cite the law, rule, local ordinance, procedure or RFP provision on which the protest is based. In addition, the protestor must specify facts and evidence sufficient for the City to determine the validity of the protest.

B. Protest of Grant Award

Within five business days of the City's issuance of a notice of intent to award the grant, any applicant that has submitted a responsive proposal and believes that the City has incorrectly selected another proposer for award may submit a written notice of protest. The notice of protest must be received by the City on or before the fifth business day after the City's issuance of the notice of intent to award. The notice of protest must include a written statement

specifying in detail each and every one of the grounds asserted for the protest. The protest must be signed by an individual authorized to represent the applicant, and must cite the law, rule, local ordinance, procedure or RFP provision on which the protest is based. In addition, the protestor must specify facts and evidence sufficient for the City to determine the validity of the protest.

C. Delivery of Protests

All protests must be received by 5:00 p.m. PDT on the due date. The HRC highly recommends submitting the protest via email. If a protest is mailed in hard copy, the protestor bears the risk of non-delivery within the deadlines specified herein. Protests should be transmitted by a means that will objectively establish the date the City received the protest. Protests or notice of protests made orally (e.g., by telephone) or fax will not be considered. Scanned signed protest letters may be submitted via email to hrc.grants@sfgov.org. Letters transmitted electronically must be sent in PDF format and be signed by an individual authorized to negotiate or sign agreements on behalf of the protesting organization.

Protests must be addressed to:

Human Rights Commission

Attn: Grants Unit, Finance Division

25 Van Ness Avenue, Suite 800

San Francisco CA 94102

The HRC recommends submitting protests via email at: hrc.grants@sfgov.org.

Following the City's receipt of a timely protest, the City may decide to schedule a meeting to review and attempt to resolve the protest. The meeting will be scheduled within ten (10) calendar days of the receipt of the protest, in a format that follows public health and accessibility guidelines. If the City determines a meeting is not necessary to address the protest, the agency can anticipate a written response from the City within 10 calendar days of submission of the

letter of appeal. All protest determinations made by the Director of the Human Rights Commission are final.

D. Reservation of Right to Reject or Cancel

The HRC reserves the right to reject or cancel this RFP in whole or in part at any time before a Grant Agreement is entered into.